

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, December 1, 2014 at 6:00 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rivers, Hypolite, Washington, Deputy Mayor Gamble,

Also present were: Philip K. Schenck, Town Manager, David Melesko, Director of Leisure Services and India Rodgers, Clerk of Council

Absent was: Councilor

Guest: Joseph Suggs

The meeting was called to order at 6:30p.m.

Old Business

Discussion regarding the Sign Replacement RFP (Council Agenda Item – 14/15:09)

Mr. Dave Melesko, Director of Leisure Services stated that the RFP was issued to subcommittee members for review and discussion. This proposal includes a synopsis of all Community Parks, Gateway and Way finding Signage. The project will be conducted in various phases to ensure a unified theme of all signage within town.

Town Manager's Goals – Status Update (Council Agenda Item – 14/15:10)

Mr. Philip K. Schenck, Jr., Town Manager gave a brief status update on the following goals set from August 1, 2014 – July 31, 2015:

Communications

The second quarterly newsletter was issued to all residents in town.

The Town Manager's Office is in the process of updated and issuing the next Annual Report.

The town is still in the process of revising the town website. The IT Department is currently analyzing cost and comparing vendors.

The Bloomfield Citizens Academy is still in the works. Ms. Rhys DeCroix, intern for the Town Manager's Office is in the process of developing a template and budget for this program.

The Community Relations Office is in the research phase. Ms. DeCroix will review job descriptions from other communities for a baseline analysis.

Mr. Schenck, Jr. updated the committee regarding the Non-Emergency Alarm System. There are three firms that sell this system and further discussion will take place during the FY 15/16 Budget process. For example, the non-emergency alarm system would be utilized for notifying the public about street closures, construction sites and polling places. There are some negative to instituting this system such as landline use and possible telemarketing calls.

There were two out of six BATV Programs aired regarding Filley Park and Emergency Planning.

Major Capital Projects

The Filley Park project has been delayed due to the hold harmless agreements with MDC regarding sewer issues. Mr. Al Rechin is involved on advocating on the town's behalf.

The Granby Street project is subject to approval by Capital Region Council of Governments.

School Building Grant legislation may need to be resubmitted for approval. Mr. Hogan and the Bloomfield Board of Education may have to resubmit paperwork to the State Department of Education for school reimbursements.

Library and Public Works Garage renovations estimates have been submitted for approximately \$11,000,000. The architects, Tuttle and Welles for the library are going out of business and retiring. The town will need to hire another firm for new architectural plans. In addition, Mr. Hogan will update the committee on debt services outlook to incorporate proposed building projects.

Economic Development

Goman & York is up for renewal on their contract. They are in the process of developing and issuing their own marketing materials.

Business Visitation Program has been very successful. Mr. Schenck, Jr. and Goman & York consultants have visited over 10 local businesses.

Financial Management

The OPEB Trust Fund was established and approved by the Council.

Capital Improvement projects presented have decreased from 59 to 46.

Personnel Management

The following documents and/or projects are currently being updated for presentation from the Human Resources Department:

Employee Handbook, Pension Plan Document, Affirmative Action Plan, New Employee Orientation Plan

New Business

FY 14/15-19: Review and Discussion, Town of Bloomfield Affirmative Action Plan – Marcia Bonitto, Cindy Coville and Phil Schenck, Jr.

Ms. Marcia Bonitto, Consultant for the Town of Bloomfield - Affirmative Action Plan and Cindy Coville, Director of Human Resources presented the plan in detail to the subcommittee members.

Ms. Bonitto reviewed the goals of the plan and how data was utilize to derive the statistical results from the following resources:

- Department of Labor
- U.S. Census Data
- Workforce with the Town of Bloomfield

Each resource listed above has a weighted value on the eight Equal Employment Opportunity categories.

The Council would like to get a ratio of employees to be affirmative within the Bloomfield workforce. They would also like for this workforce to stipulate to be representative of the community.

Councilor Washington strongly advocated for a mentoring program for existing employees to provide a vehicle for eligible promotional opportunities.

Ms. Bonitto noted that there are several different requirements under the federal and state government based on statues and regulations for under-utilization and how goals are established for affirmative action practices.

Mr. Philip K. Schenck, Jr., Town Manager stated to set goals that are reasonable to achieve. Due to the certain number of vacancies, goals should be set based on availability. A review of the

overall process in Human Resources in conjunction with Affirmative Action practices must take place.

All subcommittee members agreed to have an independent consultant or potential employee in charge of the Affirmative Action plan and requirements within the Human Resources department.

Councilor Rivers stated that goals should be revised and an official report will be due at the next scheduled Administration/Education subcommittee on January 5, 2015.

Ms. Bonitto also inquired about developing goals for part-time employees. The committee would like to focus on full time employment at this time and revisit goals for part-time staff.

In addition, Ms. Bonitto recommended that the set goals should be reviewed on an annual basis versus every three years. An annual review would provide ongoing monitoring to ensure goals are being met.

Mr. Joseph Suggs, former Mayor of the Town of Bloomfield and State Representative briefly shared his opinion on the efforts of the town to provide and act on the issues regarding Affirmative Action. He mentioned that he was in agreement with an independent agency or person in Human Resources to address affirmative action concerns. He also mentioned the use of resident resources to recruit for vacancies, i.e. – State Representative – Eric Coleman, Glen Cassis, local churches, sororities and fraternal organizations.

Adjournment

It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 8:15 p.m.